

WATERFRONT PLAZA

KEY REQUEST FORM

We are requesting the following key(s)* and/or service**:

_____ # of key/s for Building _____, Suite _____

_____ # of key/s for Building _____, Suite _____

_____ # of key/s for Women's Restroom, Floor _____

_____ # of key/s for Men's Restroom, Floor _____

_____ # of key/s for ***Mailbox #: _____ Key #: _____

_____ **Re-key for _____

Tenant Name

Suite #

Signature

RECEIVED:

Contact Telephone Number

Signature

Date

Date

**Keys are charged to the tenant account at \$12 per key and will be reflected on rental statement.*

***Re-Key Estimate: \$65 service call, \$65 per door re-key + 5% admin fee. Prices subject to change per locksmith.*

****Mailbox Re-Key Estimate: USPS Fee of \$50 to re-key mailbox due to lost key.*

OFFICE USE ONLY: Request to Maintenance: _____ Received Key(s): _____